
STAFF REPORT_____

QUESTIONS FROM COUNCIL ON STAFF REPORT_____

DISCUSSION

ACTION TAKEN

NOTES :



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

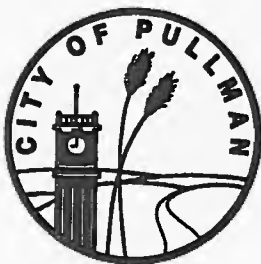
MEMORANDUM

TO: Mayor and City Council
FROM: Mark Workman, City Supervisor *MW*
RE: Crestview Parking
DATE: January 27, 2013

In response to direction provided at the December 4, 2012, Council meeting, the restriction of parking on Crestview Street in the vicinity of Lincoln Middle School has been pursued. A letter was sent to residents in the neighborhood advising them of the possible restriction and asking for comments. A copy of the letter and the recipients of the letter are attached. The proposal noted in the letter is to restrict as no parking the south side of Crestview Street from Thompson Street to Spring Street and Crestview Street from Spring Street to Carolstar Drive. Comments were received exclusively via e-mail and they are also attached. A few comments included questions that I answered as best I could and, in those cases, the full e-mail conversation is provided.

The question repeated most often was why the north side of Crestview was chosen to have parking allowed. The answer provided was related to vehicles being parked facing downhill to facilitate getting started during the winter when snow and ice are common and also that there are more homes on the north side which will allow the most residents to park in front of their homes. There would be some logic to allowing the parking on the south side of Crestview from Spring to Carolstar because there is more open curb on that side for event parking, but then people on the north side could not park directly in front of their homes. There were also comments requesting no parking on both sides of Crestview and no parking on other streets in the area.

Those who commented have been notified that this issue is to be discussed at the February 5 Council meeting and some will likely want to address Council concerning this proposal. Council is requested to deliberate this issue with a goal of providing direction to staff. Once that direction is provided, a resolution implementing the desired parking restrictions will be prepared for Council action.



CITY OF PULLMAN

Public Works and Planning Departments

325 S.E. Paradise Street, Pullman, WA 99163
(509) 338-3220 or (509) 338-3213 Fax (509) 338-3282
www.pullman-wa.gov

December 18, 2012

«Owner»
«or Current Resident»
«Mailing Address»
«City_ST_ZIP»

RE: Parking Restriction

Dear «Name»:

At their meeting on December 4, 2012, the Pullman City Council directed that staff pursue the implementation of parking restrictions on SE Crestview Street to address the congestion that arises when cars are parked on both sides of the street; this typically occurs in conjunction with events at Lincoln Middle School. As I am sure you know, when this happens the remaining travel lanes are very narrow, making it difficult for vehicles to pass each other. This is especially complicated when one of the vehicles is a transit bus, fire engine, or ambulance. In the winter, it can be exacerbated even more with plowed snow on the sides of the street further restricting traffic flow.

The regulation proposed is to allow parking on only one side of the streets as follows and as indicated on the attached map:

- No Parking on the south side of Crestview from Thompson Street to Spring Street
- No Parking on the south side of Crestview Street from Spring Street to Carolstar Drive

As a resident in or near the area proposed for regulation, you are being provided with this notice; we realize that you may be impacted by this action. If you have comments you would like to provide for consideration, they can be made in writing to:

City of Pullman
325 SE Paradise St.
Pullman, WA 99163
Attn: Mark Workman

or by e-mail to mark.workman@pullman-wa.gov

«Name»
RE: Parking Restriction

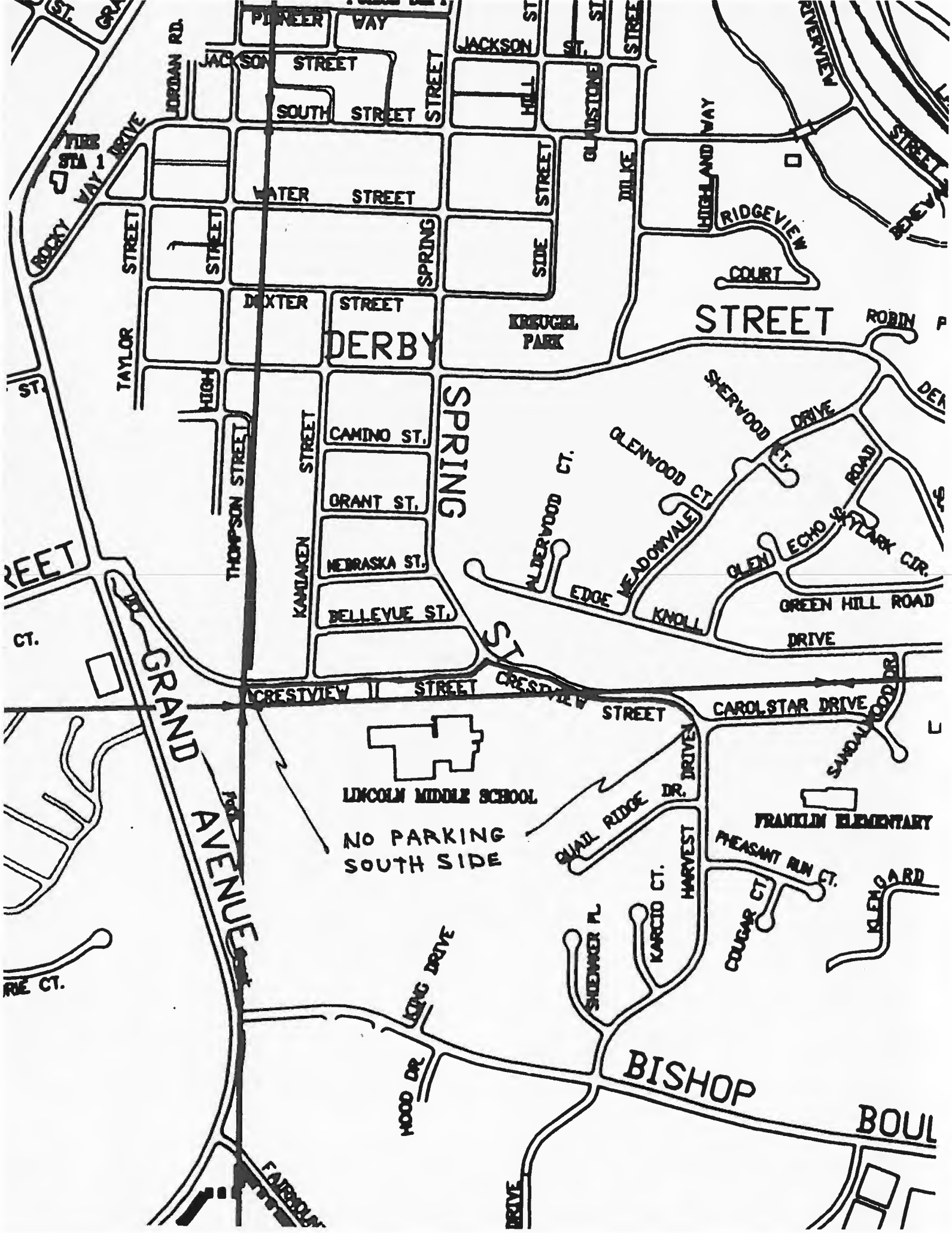
December 18, 2012
Page 2 of 2

This is something that the City would like to implement early in 2013, so we are asking that you please provide any comments by January 18, 2013.

Sincerely,

Mark D. Workman, P.E.
Public Works Director

MDW/bdj



Richard & Pamela DeBowes
770 SE Pheasant Run Court
Pullman, WA 99163

Benjamin & Rachel Cowan
300 SE Bellevue Street
Pullman, WA 99163

Bryce & Nancy Stephenson
305 SE Bellevue Street
Pullman, WA 99163

Chad & Ann Schwendiman
310 SE Bellevue Street
Pullman, WA 99163

Samuel & Christina Kusch
315 SE Bellevue Street
Pullman, WA 99163

William Shephard
or Current Resident
320 SE Bellevue Street
Pullman, WA 99163

William Shephard
1729 Eichelberger Court
Marina, CA 93933

Maurice & Eva Bristol
325 SE Bellevue Street
Pullman, WA 99163

Douglas Young
330 SE Bellevue Street
Pullman, WA 99163

Anjan Bose & Pavlas Franc
405 SE Bellevue Street
Pullman, WA 99163

Alan & Sandra McCurdy
411 SE Bellevue Street
Pullman, WA 99163

James & Giovannini Schenk
415 SE Bellevue Street
Pullman, WA 99163

Occupant
420 SE Bellevue Street
Pullman, WA 99163

Bryce & Stacy Gravel
200 SE Crestview Street
Pullman, WA 99163

Leslie Huff
or Current Resident
215 SE Crestview Street
Pullman, WA 99163

Leslie Huff
1612 Lebanon Street SE
Lacey, WA 98503-2753

A Neill Johnson, et al
or Current Resident
225 SE Crestview Street
Pullman, WA 99163

A Neill Johnson, et al
or Current Resident
830 SE Spring Street
Pullman, WA 99163

Daniel & Jane Brady
235 SE Crestview Street
Pullman, WA 99163

Michael Kelsey
300 SE Crestview Street
Pullman, WA 99163

Taiji & Jacqueline Miyasaki
310 SE Crestview Street
Pullman, WA 99163

Raymond & Gladys Rice
or Current Resident
315 SE Crestview Street
Pullman, WA 99163

Raymond & Gladys Rice
305 SE Crestview Street
Pullman, WA 99163

Duane Lane
320 SE Crestview Street
Pullman, WA 99163

Arthur & Andrea Simanson
400 SE Crestview Street
Pullman, WA 99163

Milford & Diane Hodge
405 SE Crestview Street
Pullman, WA 99163

Jacob & Bethany Calene
410 SE Crestview Street
Pullman, WA 99163

Thomas & Sylvia Thompson
415 SE Crestview Street
Pullman, WA 99163

Sandra Ristow
420 SE Crestview Street
Pullman, WA 99163

William & Janet Brandt
425 SE Crestview Street
Pullman, WA 99163

Bernd Markus & Iris Lange
430 SE Crestview Street
Pullman, WA 99163

Donald & Patricia Orlich Trust
435 SE Crestview Street
Pullman, WA 99163

James & Kelma Short
445 SE Crestview Street
Pullman, WA 99163

Stanton & Lucille Linden
500 SE Crestview Street
Pullman, WA 99163

Robert B Wilson
505 SE Crestview Street
Pullman, WA 99163

Nicolas & Karen Kiessling
510 SE Crestview Street
Pullman, WA 99163

David Baumgartner
520 SE Crestview Street
Pullman, WA 99163

Philip Druffel
530 SE Crestview Street
Pullman, WA 99163

Ole Sleipness & Amy Gibbs
540 SE Crestview Street
Pullman, WA 99163

Keith & Bonnie Jo Lincoln
550 SE Crestview Street
Pullman, WA 99163

Crista Emerson
560 SE Crestview Street
Pullman, WA 99163

Stephen & Ana Dodgen
625 SE Crestview Street
Pullman, WA 99163

David & Sally Savage
640 SE Crestview Street
Pullman, WA 99163

Dwayne Blankenship
1200 SE Harvest Drive
Pullman, WA 99163

Gunjan & Kari Lee Sinha
1205 SE Harvest Drive
Pullman, WA 99163

Kuruppa Ariyawansa
1220 SE Harvest Drive
Pullman, WA 99163

Lam Loi V/Quach-Lam, Lan
1225 SE Harvest Drive
Pullman, WA 99163

Edward & Margery Bennett
1240 SE Harvest Drive
Pullman, WA 99163

Albert Schauble
1105 SE Kamiaken Street
Pullman, WA 99163

Scott & Sharon Adams
1115 SE Kamiaken Street
Pullman, WA 99163

John & Linda Klover
1125 SE Kamiaken Street
Pullman, WA 99163

Annette Klover
1135 SE Kamiaken Street
Pullman, WA 99163

Mark & Joann Thomas
1145 SE Kamiaken Street
Pullman, WA 99163

Gerald & Holly Hein
305 SE Nebraska Street
Pullman, WA 99163

Robert Patrick
310 SE Nebraska Street
Pullman, WA 99163

Bonnie Nelson
315 SE Nebraska Street
Pullman, WA 99163

Jerome Burton
3916 E Nebraska Avenue
Spokane, WA 99217

Jerome Burton
or Current Resident
320 SE Nebraska Street
Pullman, WA 99163

J Engler & D Jones
325 SE Nebraska Street
Pullman, WA 99163

Diane D Ayton, et al
400 SE Nebraska Street
Pullman, WA 99163

Carolee Armfield
405 SE Nebraska Street
Pullman, WA 99163

Sanja Roje
410 SE Nebraska Street
Pullman, WA 99163

Donald & Jennifer Knowles
1020 SE Nebraska Street
Pullman, WA 99163

Jennie Brown, et al
590 SE Quail Run
Pullman, WA 99163

Arthur & Margaret Hard Trust
1000 SE Spring Street
Pullman, WA 99163

Oumarou Badini
1005 SE Spring Street
Pullman, WA 99163

Janice Stewart
1010 SE Spring Street
Pullman, WA 99163

A Marong, J Morse, J Braun
1015 SE Spring Street
Pullman, WA 99163

R Johnson & P Ager
1020 SE Spring Street
Pullman, WA 99163

Muriel Slattum
1100 SE Spring Street
Pullman, WA 99163

Thomas Brown & Julie Thompson
1105 SE Spring Street
Pullman, WA 99163

Matthew Carey
1110 SE Spring Street
Pullman, WA 99163

T Francene Watson
1120 SE Spring Street
Pullman, WA 99163

Keith & Tracy Jones
1130 SE Spring Street
Pullman, WA 99163

Occupant
1135 SE Spring Street
Pullman, WA 99163

Fred & Helen Koehler Rev Liv Trust
or Current Resident
1140 SE Spring Street
Pullman, WA 99163

Fred & Helen Koehler Rev Liv Trust
Bishop Place Senior Living #201
815 SE Klemgard Street
Pullman, WA 99163

Pastor Haynes
Calvary Christian Center
190 SE Crestview Street
Pullman, WA 99163

Cameron Grow, Principal
Lincoln Middle School
315 SE Crestview Street
Pullman, WA 99163

Workman, Mark

From: Doug&Lillian Young <dlyoung1013@gmail.com>
Sent: Thursday, December 20, 2012 9:42 PM
To: Workman, Mark
Subject: No parking on south side of Crestview

Categories: LMS Parking

Mr. Workman,

We strongly support the proposal to forbid parking on the south side of Crestview from Thompson Street to Spring Street and from Spring Street to Carolstar Drive. Several times I have had to pull over my pickup truck and wait while opposing traffic passed through parked cars on Crestview. Parking on both sides of Crestview could lead to accidents regarding moving or parked cars if drivers were not vigilant. I hope that this new restriction can be implemented by early 2013 as proposed.

Doug and Lillian Young
330 SE Bellevue Street

(509) 334-1617

Workman, Mark

From: Jackie Miyasaka <jmiya@roadrunner.com>
Sent: Wednesday, December 19, 2012 11:02 PM
To: Workman, Mark
Subject: SE Crestview Street parking restrictions

Dear Mr. Workman:

Thank you for your letter explaining the possibility of parking restrictions on SE Crestview Street. We welcome this proposed regulation. When cars are parked on both sides of the street, it is very difficult and dangerous to drive on Crestview Street near our house. Parking on both sides of the street also poses dangers for pedestrians crossing the street between cars. This regulation hopefully will resolve the problem.

Sincerely,

Taiji and Jacqueline Miyasaka

Workman, Mark

From: nicolas kiessling <kiesslin@yahoo.com>
Sent: Wednesday, December 19, 2012 10:01 AM
To: Workman, Mark
Cc: karen
Subject: Parking restriction on SE Crestview

Dear Mr. Workman,

We are residents of 510 SE Crestview and have no disagreements with the city's proposal to restrict parking to the north side of Crestview from Thompson Street to Carolstar Drive.

Yours sincerely,

Nicolas and Karen Kiessling

N. Kiessling
510 SE Crestview
Pullman, WA 99163
tel.: 509 332 4755

Workman, Mark

From: MURIEL SLATTUM <slattum_muriel@msn.com>
Sent: Sunday, December 23, 2012 2:44 PM
To: Workman, Mark
Subject: Crestview parking

Greetings!

I think it is wise to obtain local resident comments. I am not directly impacted by the reduced parking due to my living on Spring Street north of the proposed changes and I have ample driveway parking. However, as a resident traveling the proposed roads; I am concerned about the congestion and difficulty to have two cars driving in opposite directions, if cars are parked on both sides of the road.

Sincerely, Muriel Slattum

Workman, Mark

From: Workman, Mark
Sent: Wednesday, December 19, 2012 2:49 PM
To: 'Bob Wilson'
Subject: RE: SE Crestview Parking

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for the feedback. See below for responses.

From: Bob Wilson [<mailto:rbwlsn@frontier.com>]
Sent: Wednesday, December 19, 2012 1:11 PM
To: Workman, Mark
Cc: Stan Linden; Karen Kiessling
Subject: SE Crestview Parking

Mr. Workman,

I opposed a similar change in parking on SE Crestview a few years ago, but have come to realize by observation that something has to be done for the reasons you mentioned in your letter. I do have a couple of questions and two comments:

How did you determine no parking on the south side of Crestview and not the north side? Obviously it has to be one side or the other. A couple reasons: Vehicles parked on the north side of the street generally face downhill; during the winter (snow and ice) they have a better chance of moving forward than vehicles parked facing uphill. There are more homes on the north side than the south side, allowing parking in front of the most homes.

Why not similar restrictions on the whole length of SE Spring, Carolstar, and Harvest Drive? Are they wider than SE Crestview? Spring, in particular has problems similar to Crestview. We may need to someday, but I don't want to do that until absolutely necessary; like now on Crestview.

I wonder if something could be done with the Schools to establish a parking lot on the corner of SE Crestview and the entrance to Lincoln Middle School near the football field? When there are activities at Lincoln, cars are parked on both sides of Crestview and Spring for several blocks long. I believe they are, and will be, looking for other parking solutions.

I'm sure my neighbors should appreciate everything the city can do to increase monitoring of speed limits and stop signs on the intersection of Spring and Crestview. We have problems as it is, let alone when Crestview takes on the appearance of a boulevard with parking only on one side.

Regards,

Robert B. Wilson
SE 505 Crestview

Workman, Mark

From: Bob Wilson <rbwlsn@frontier.com>
Sent: Thursday, December 20, 2012 7:59 AM
To: Workman, Mark
Cc: Karen Kiessling; Stan Linden
Subject: Parking on Crestview

Categories: LMS Parking

I follow your logic about parking on the north side of Crestview rather than the south == more houses on the north. But for the same reason one can argue that because of fewer houses on the south side there are more parking spots on that side. This is especially true from our driveway to the football field and even to Harvest Drive. You make a good point about parked cars facing down hill in the winter.

SE Crestview seems to be the "thin edge of the wedge" with respect to parking restrictions. I assure you parking on both sides of Spring is just as problematic as it is on Crestview. It seems the City is placing the frog in hot water slowly instead of dumping him in all at once, which must eventually be done, if one wishes frog legs for dinner.

Can you assure me that the City has or will talk to the School Administration about additional parking places on its east entry road – the road could easily be widened on the right hand side – and/or building a parking lot on the corner of SE Crestview and the east entry road? The only real problem with parking on both sides of Crestview occurs when there are activities at the school, not so much from day to day activities in the neighborhood.

If the City is not, I will.

Thanks,

Bob

Workman, Mark

From: Workman, Mark
Sent: Wednesday, December 19, 2012 2:56 PM
To: 'Diane Hodge'
Subject: RE: No Parking on Crestview

Follow Up Flag: Follow up
Flag Status: Flagged

The primary reasons for no parking on the south side is that vehicles parked on the north side of the street generally face downhill; during the winter (snow and ice) they have a better chance of moving forward than vehicles parked facing uphill. Also, for the length of the street section, there are more homes on the north side than the south side, allowing parking in front of the most homes.

There will be at least one meeting before implementation, and likely a couple; this will require Council action.

From: Diane Hodge [<mailto:hodgedmh@hotmail.com>]
Sent: Wednesday, December 19, 2012 2:14 PM
To: Workman, Mark
Subject: No Parking on Crestview

I just received my notice that you may be implementing a no parking on the south side of Crestview Street. I would like to know why no parking is going to be implemented on the South side of Crestview versus the North side of Crestview. Does it make sense to implement a No Parking on the South side of Lincoln Middle School when LMS is ON the south side. If no parking is restricted to the South side of the street, more people will need to be crossing the street to get to the middle school. If this is being implemented to help LMS events when parking takes up both sides of the street, these people parking on the North side will need to be crossing the street, which increases people walking between cars and additional accidents. Not only that, but the majority of vehicles are currently parked on the south side of the street, which means that the families that park on the street will need to cross the street multiple times a day. Seems like you are making people using Crestview and needing to attend LMS unnecessarily having to cross the street. Is there going to be another meeting taking place before implementing, because I would like to be in attendance. Thanks!

Workman, Mark

From: Workman, Mark
Sent: Wednesday, December 19, 2012 3:00 PM
To: 'Sandra Ristow'
Subject: RE: Plans for Parking on SE Crestview

Follow Up Flag: Follow up
Flag Status: Flagged

The primary reason for no parking on the south side is that vehicles parked on the north side of the street generally face downhill; during the winter (snow and ice) they have a better chance of moving forward than vehicles parked facing uphill. Also, for the length of the street section, there are more homes on the north side than the south side, allowing parking in front of the most homes. Your suggestion for even more parking restriction will be considered, but the goal is to allow as much parking as we can, i.e., under regulate as opposed to over regulate.

From: Sandra Ristow [<mailto:ristow@turbonet.com>]
Sent: Wednesday, December 19, 2012 2:05 PM
To: Workman, Mark
Cc: 'Bethany Calene'
Subject: Plans for Parking on SE Crestview

Dear Mr. Workman:

Thank you for providing me with notice of your intent to limit parking on SE Crestview to the north side of the street. You are absolutely correct that there is congestion on SE Crestview during the times that buses go back and forth to the Lincoln Middle School and when school events take place. I can also partially understand why you are seeking to widen the street by disallowing parking on the south side of the street. I am wondering, however, why the north side of the street was chosen as the parking spot for cars, rather than the south side. I am also wondering whether there could be a NO PARKING status for both sides SE Crestview for a certain space on either side of the entrance to the Lincoln Middle School. If safety is a major issue, we certainly could use a wider street. When two buses pass each other, there is not much room!

This new proposed parking ordinance forcing cars to park on the north side of Crestview will adversely impact my neighbors, Jacob and Bethany Calene, who live just to the west of me at 410 SE Crestview. They are already having difficulty backing out of their driveway under current conditions; and with cars solidly parked on the north side of the street, their egress onto Crestview will become even more dangerous for them and their three small children. I hope that you will examine this issue more closely and consider making a portion of Crestview one block on either side of the entrance to the Middle School a NO PARKING zone.

Thank you for taking my comments under consideration.

Sandra Ristow

Sandra S. Ristow
420 SE Crestview
Pullman WA 99163

Ristow@turbonet.com

Workman, Mark

From: Bethany Calene <lemonzine@hotmail.com>
Sent: Thursday, December 20, 2012 1:36 PM
To: Workman, Mark
Subject: RE: Plans for Parking on SE Crestview

Categories: LMS Parking

Thanks again for your quick response. We look forward to hearing from you once this is scheduled.

From: Mark.Workman@Pullman-Wa.gov
To: lemonzine@hotmail.com
Date: Thu, 20 Dec 2012 13:09:42 -0800
Subject: RE: Plans for Parking on SE Crestview

The discussion will be at a regular Council meeting, yet to be scheduled, and I'm sure the mayor will allow public input/comment.

From: Bethany Calene [mailto:lemonzine@hotmail.com]
Sent: Thursday, December 20, 2012 12:54 PM
To: Workman, Mark
Subject: RE: Plans for Parking on SE Crestview

Thank you for taking our suggestions into consideration. Is this meeting something the public can attend or will there be a public forum at which the residents of Crestview can voice their concerns?

From: Mark.Workman@Pullman-Wa.gov
To: lemonzine@hotmail.com
Date: Thu, 20 Dec 2012 12:45:49 -0800
Subject: RE: Plans for Parking on SE Crestview

Your suggestions will be considered in the discussion with Council and the school district will be encouraged to expand its off-street parking capability.

The City's posture on this really isn't a sudden change in that I think a gradual worsening of the problem has been observed over recent years. However, during the City's goal setting process last spring, limiting parking on Crestview was submitted as a goal by a teacher at LMS, which Council incorporated into a general "traffic/parking" goal that was adopted and then reiterated during a discussion at its December 4th meeting.

From: Bethany Calene [mailto:lemonzine@hotmail.com]
Sent: Wednesday, December 19, 2012 9:48 PM
To: Workman, Mark
Subject: Plans for Parking on SE Crestview

Dear Mr. Workman,

Sandra Ristow forwarded your response below. Thank you for responding so quickly.

We can understand the need for parking restrictions on SE Crestview. The proposition to allow parking on only one side of the street seems to be an excellent solution for the section of Crestview which extends from Spring Street to Carolstar Dr. since the homes are only located on the north side of the street. However, we would ask you to explore other solutions for the section of Crestview between Thompson St. and Spring St. This is the section of Crestview we will be considering in our comments to follow.

After reading your e-mail, it is clear that the goal is to allow as much parking as possible. We agree with this goal, and propose that instead of permanently restricting one side or the other, that NO PARKING hours be designated (i.e. between 8a -5p). This would allow for families on both sides of the street to utilize street parking as well as school patrons, but would allow for safer passage during the busy school hours.

We are already having difficulty backing out of our driveway under current conditions, as do our neighbors. Cars solidly parked on the north side of the street will only make this more dangerous. We understand that the city bus uses the south side of the street which is a large factor in this decision. However, the north side of the street is used even more frequently for school buses which brave the traffic each day and are often forced into the on-coming traffic in order to get around parked cars. This is a huge liability and safety concern which is why we are petitioning for a NO PARKING zone during school hours for both sides of the street. We realize this will reduce parking for guest, school patrons, etc, during these hours, but feel like it is well worth the loss of parking for the safety of those involved.

We both grew up here, and Lincoln Middle School (LMS) has been a part of this neighborhood for as long as we can remember. We are curious why there is a sudden change in the city's posture regarding the traffic on Crestview. Per your letter, it seems that the congestions is primarily due to events at LMS. Has the city considered expanding parking at LMS to reduce traffic congestion in the neighboring residential areas? We would appreciate any information you can provide regarding these two issues.

Thank you for considering our concerns. We look forward to hearing from you.

Sincerely,

Jacob & Bethany Calene
410 SE Crestview
Pullman, WA 99163
509-339-6456

From: Workman, Mark [<mailto:Mark.Workman@Pullman-Wa.gov>]

Sent: Wednesday, December 19, 2012 3:00 PM

To: Sandra Ristow

Subject: RE: Plans for Parking on SE Crestview

The primary reason for no parking on the south side is that vehicles parked on the north side of the street generally face downhill; during the winter (snow and ice) they have a better chance of moving forward than vehicles parked facing uphill. Also, for the length of the street section, there are more homes on the north side than the south side, allowing parking in front of the most homes. Your suggestion for even more parking restriction will be considered, but the goal is to allow as much parking as we can, ie., under regulate as opposed to over regulate.

From: Sandra Ristow [<mailto:ristow@turbonet.com>]
Sent: Wednesday, December 19, 2012 2:05 PM
To: Workman, Mark
Cc: 'Bethany Calene'
Subject: Plans for Parking on SE Crestview

Dear Mr. Workman:

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This new proposed parking ordinance forcing cars to park on the north side of Crestview will adversely impact my neighbors, Jacob and Bethany Calene, who live just to the west of me at 410 SE Crestview. They are already having difficulty backing out of their driveway under current conditions; and with cars solidly parked on the north side of the street, their egress onto Crestview will become even more dangerous for them and their three small children. I hope that you will examine this issue more closely and consider making a portion of Crestview one block on either side of the entrance to the Middle School a NO PARKING zone.

Thank you for taking my comments under consideration.

Sandra Ristow

Sandra S. Ristow
420 SE Crestview
Pullman WA 99163

Ristow@turbonet.com
332-1767

10. SINGLE-STREAM RECYCLING

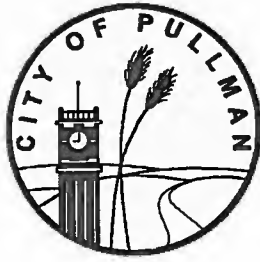
STAFF REPORT _____

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DISCUSSION _____

ACTION TAKEN _____

NOTES:



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council

FROM: Mark Workman, City Supervisor MW

RE: Single-Stream Recycling

DATE: January 28, 2013

The city of Pullman has been coordinating with Pullman Disposal Service and Whitman County on the conversion from sorted recycling to single-stream recycling. Single-stream recycling is easier for the customer and is what many current residents of Pullman are familiar with from their previous residences. There will be an additional cost for single-stream recycling that will ultimately be set by the Washington Utilities and Transportation Commission. However, Devon Felsted from Pullman Disposal has been researching this issue as best he can and will be in attendance at the February 5 Council meeting to provide an update. Whitman County Public Works Director Mark Storey will be in attendance as well to provide an update from the county's viewpoint on the conversion to single-stream recycling.

A related issue to be discussed is the acceptance of glass into single-stream recycling. Glass is currently accepted in the sorted recycling in Pullman and the residents are accustomed to this. However, as odd as it may seem, glass is not a valuable recycle product and in the single-stream recycling process is often considered a contaminant. There will also quite likely be an additional surcharge for including glass in single-stream recycling. While it may be difficult to not accept glass in single-stream recycling, it should at least be discussed with definitive direction given to Pullman Disposal and Whitman County so they can plan accordingly.

A flier from Waste Management is attached that provides a general indication of items that can and cannot be included in single-stream recycling. The goal is to implement single-stream recycling this summer between the end of the WSU spring semester in May and the start of the WSU fall semester in August.



CLEAN RECYCLABLES ONLY

GLASS



- Bottles & Jars (no lids)

PAPER

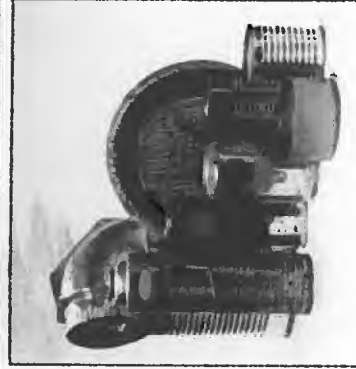


- Newspaper
- Corrugated Cardboard
- Magazines & Catalogs
- Telephone Books
- Printer Paper
- Junk Mail
- Cereal & Pop Boxes
- Shoe Boxes
- Non-Coated Paper Products

PLEASE REMEMBER:

- ✓ Empty & Rinse Containers Out
- ✓ Flatten & Cut Cardboard to Fit into the Cart with Lid Shut

METAL



- Aluminum Cans & Foil
- Tin, Steel & Metal Cans
- Aerosol Cans (empty, no lids or tips)
- Small Pieces of Scrap Metal

PLASTIC



- Bottles, Jars & Tubs (no lids)
- Plastics Numbered 1 - 7



Please Allow Adequate Spacing Around Your Carts.

- Garbage
- Plastic Bags
- Styrofoam
- Food Contaminated Items
- Microwave Trays
- Ceramics & Dishes
- Light Bulbs
- Window Glass & Mirrors
- Hazardous Waste Containers
- Syringes
- Un-Numbered Plastic
- Lids
- Batteries
- Electronics
- Sharp Metal
- Coated & Laminated Paper Products



Waste Management | 877-466-4668 (7 AM-5 PM Monday - Friday) | wmnorthwest.com

THINK GREEN.

11. SPRAY POOL

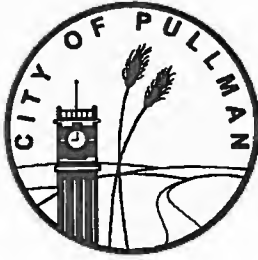
STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES:



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council

FROM: Mark Workman, City Supervisor MW

RE: Spray Pool

DATE: January 15, 2013

In October 2011, Council considered options for expending remaining 2007 Bond Issue funds which by the bond requirements are to be spent to "acquire, construct, equip and make other capital improvements to the City's park and recreation facilities." The highest priority project identified by Council was a wading pool with spray features, estimated at that time to cost \$375,000. The second highest priority was a new pool liner at Reaney Park, estimated to cost \$70,000. To further pursue these projects, \$30,000 was budgeted in 2012 for a consultant to perform preliminary design for a spray pool at Reaney Park along with other associated projects including a new liner for the dive pool, remodeling of the shower/restroom facility, and amenities for the dive pool.

The initial concept for the spray pool was to convert the lap pool into a spray pool utilizing much of the existing infrastructure. During the preliminary design process, opposition to losing the lap pool was voiced by some in the community. In addition, the project cost estimates were higher than anticipated, leading to subsequent iterations to the preliminary design process.

Ned Warnick from Design West Architects will present the design process and conclusions reached to date at the February 5 Council meeting. Following that, concurrence from Council on proceeding with the recommended project will be sought. There is approximately \$672,000 remaining in the 2007 Bond Issue account. In addition, there is approximately \$40,000 in the Metropolitan Park 10 percent Reserve fund that could be used for this project with an estimated additional \$40,000 contribution to that fund anticipated for 2013 that is potentially also available, bringing the resource amount up to \$752,000. The anticipated total project cost, including design and special inspection, is estimated at this time to be \$745,000. Of course, actual project costs will

not be known until we get further along in the design process and bids are opened for the project.

12. 2013 GOAL-SETTING PROCESS

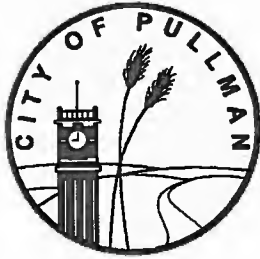
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(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council

FROM: Mark Workman, City Supervisor *MW*

RE: Discussion of 2013 Goal-Setting Process

DATE: January 28, 2013

Suggestions for the 2013 City Council goal-setting process are accepted through the month of January and then summarized and organized in a goal-setting notebook. All input received for the Council's consideration is appreciated. The goal-setting notebooks are being distributed to Council at the February 5 Council meeting.

Typically, the initial City Council retreat is held on a Saturday, often in March, and recently has been at the Fireside Grille. Last year, the initial retreat was deferred until April 21 so that all new Council members could participate. The Saturdays around spring break this year are March 9 and March 16 and the mayor has a previous commitment for Saturday, March 23.

Would you like to consider holding the initial City Council retreat on Saturday, March 30? Do you have a preference of location?

13. ASWSU/CITY COUNCIL MEETING

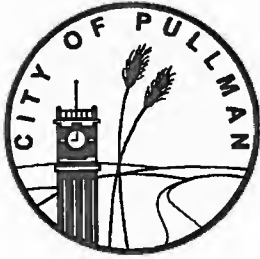
STAFF REPORT

QUESTIONS FROM COUNCIL ON STAFF REPORT

DISCUSSION

ACTION TAKEN

NOTES:



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HIGH Tech, HIGHER Education, HIGHEST Quality of Life
325 S.E. Paradise Street Pullman, WA 99163
(509) 338-3208 Fax (509) 334-2751
admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council
FROM: Mark Workman, City Supervisor *MW*
RE: ASWSU/City Council Meeting
DATE: January 28, 2013

The joint ASWSU/City Council meeting this semester is tentatively scheduled for Wednesday, February 27, probably in the CUB Jr. Ballroom and starting at 5:30 p.m. ASWSU typically sets the agenda for this meeting, but agenda suggestions are welcome from us. As a reminder, the minutes from the joint ASWSU/City Council meeting held last October are attached. Topics that I think would be good to include are:

- Update on the Smart Policing "Adams Mall Security Cameras" project
- Single-Stream Recycling Implementation
- Transit Update
- Other Safety Issues (Police, Fire)

Suggestions will also be solicited from Department Heads for consideration. Council input is requested.

MINUTES OF THE CITY COUNCIL
OF THE CITY OF PULLMAN
OCTOBER 23, 2012

Roll Call

A joint meeting of the City Council of the City of Pullman and the Associated Students of Washington State University was held on October 23, 2012, at 7:30 p.m. in Council Chambers, City Hall, Pullman, Washington with the following present:

City of Pullman

Glenn A. Johnson	Mayor
Bill Mulholland	Finance Director
Francis Benjamin	Councilmember
Jeff Hawbaker	Councilmember
Fritz Hughes	Councilmember
Bill Paul	Councilmember
Derrick Skaug	Councilmember
Nathan Weller	Councilmember
Pat Wright	Councilmember

Roll was taken for ASWSU. Senators Maria Delane, Sara Tuomy, and Cody Nelson were absent.

Call to Order

Mayor Johnson called the regular meeting to order at 7:30 p.m.

Announcements

Mayor Johnson decided to do announcements before the discussion rather than after. There were five announcements.

Meeting with ASWSU

Off-Campus
Garbage Cans

3. Devon Felsted from Pullman Disposal had a previous commitment so they moved him to the first position. One of the senators questioned about trash cans on the hill. What could they do about getting more? Mr. Felsted said that customers are the ones who dictate the number and size of containers. Senator Claus said they need trash cans at bus stops. Transit Manager Thornton stated they have one trash can on campus at a Pullman Transit bus stop. They also have trash cans at all the sheltered stops. Senator Farmer stated that some areas do not have any recycling containers. Mr. Felsted said that part of the cost of their trash collection is recycling, so it is no additional cost having the cans. He also said that at the end of the spring semester, we would be going to co-mingled recyclables. Councilmember Hughes noted that he saw about 75 college-age people picking up garbage. Vice-President Skaug said that several groups pick up garbage in an "Adopt a Block" program as part of the College Hill Association.

Housing

1. The question was how to help students who are first-time renters, parking issues, and visitation passes. Police Chief Jenkins replied that they are working on parking issues right now. When they originally brought this up to Council several weeks ago, they realized that each particular area has its own parking issues, so he is addressing parking for the individual areas. He said they are working on expanding visitor passes on the College Hill

area.

Eileen Macoll, Landlord-Tenant Association, addressed renting apartments. She said that on November 15 they are putting on classes covering twelve topics affecting renting. This will include maintenance, labor requirements, and such. It will address issues that tenants have with landlords.

One of the Senators mentioned that the cleanliness of apartments might not be up to the same standards as in Seattle. Eileen Macoll addressed that, stating they need to use a checklist when they move in. If they have a lease that requires certain things be done and they weren't done, then they need to have the landlord perform them.

Building Inspector Colvig said that landlords or tenants can request inspections from the City as long as it is a matter of life or safety.

Eileen Macoll suggested they go to the CUB for the housing fair when it is here.

Mayor Johnson noted the importance of rental insurance. Acting City Supervisor Workman gave a brief update on some of the construction that will help alleviate the housing shortage.

Public Safety 2.
Including Downtown
Safety

Police Chief Jenkins said that there is really no serious crime downtown. Some minor theft and credit card fraud, but nothing really is going on downtown otherwise. He gave an update on the security camera grant and said that they would just have one, as they do now, College Hill officer for this next year.

Fire Chief LaVielle made comments on watching out for each other with alcohol. There are a lot of alcohol-related ambulance calls that could be avoided if individuals would watch out for each other.

Transit Issues 4.

The senators wanted to know if fees were increased, would they be able to expand bus services during peak hours. Transit Manager Thornton said the options are limited. He explained that most of the 18 buses are being used everyday. One bus broke down recently and is under repair in Spokane. He said that expanding services during the day pretty much is not going to happen for awhile. He said, however, nighttime, weekend, or summer service could be expanded. He said the Council approved three new hybrid buses for next year and they will replace the older buses, but the fleet will increase only by one. He said that with another \$1,000,000 a year or ten more buses we could do a lot more.

Pullman-Moscow 5.
Regional Airport

This was addressed by Mayor Johnson who talked of the runway extension as well as supporting and utilizing the airport.

Higher Education 6.
Funding

Vice-President Skaug noted that President Floyd was trying to keep tuition at CPI. He also mentioned the successful voting campaign that saw 9,000 college students register to vote this year. WSU beat out University of Washington, having 1,865 voters registered here.

Sustainability 7. They had previously addressed most of these issues with Devon Felsted of Pullman Disposal.

Bicycle and Pedestrian Improvements 8. Senator Farmer addressed this. She is looking for increased bike lanes. They like trails and paths, but they would like to see more streets with bike lanes. Acting City Supervisor Workman addressed that, saying that there are areas that when they are redoing roads will have bike lanes put on them, but a lot of the streets are too narrow and nothing can be done about that. Mayor Johnson also mentioned they are looking at bike racks for downtown.

Councilmember Weller said that WSU was looking at trails and the City was close to having a bike-friendly City designation. Councilmember Benjamin thought the students need to identify the most important and most needed areas for bike lanes for the students. One of the senators suggested maybe using a third of the sidewalks for bikes. Acting City Supervisor Workman stated that we really try to keep bikes off the sidewalks.

ASWSU Update

Councilmember Skaug, also the ASWSU Vice President, said they had completed the 30 Days of Pullman Event. It was very successful. This was done in September and there are already people looking to be included in it for next year. It is the 25th anniversary of the multi-cultural center. They donated \$1,000 to Alternatives to Violence of the Palouse.

Senator Hennessey said that the change in the old representative method of senators to the new college representatives added three more senators. One of the programs they are working on is "Take Back the Night". The senator responsible for internal relations said that activity was very light, they did work with the budget committee, and the student entertainment board. The senator, representing external relations, was involved in planning this meeting, planning a dinner with President Floyd, and a Hot Chocolate with the Senators night.

The Finance Committee headed by Senator Powell, handles finance and works with the budget committee. Internal relations sets the budget for all the committees. They are looking at cutting back on funding for non-profit events, to ensure that the funds are spent in a proper matter.

In the wrap up by the senators, they expressed gratitude for these meetings and said they have become a tradition at WSU and the City.

At 8:55 p.m. the meeting was recessed for a six-minute break to reset the meeting room.

ORDER OF BUSINESS

CONSENT AGENDA

Approval of Recommendations of Consent Agenda Items

Mayor Johnson reviewed the items on the Consent Agenda with the Council and audience. He stated that items listed on the Consent Agenda are considered to be routine in nature and will be enacted by a single motion of the Council without separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by Council

14. CITY FINANCIAL UPDATE

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES:

Memo

To: Mayor, City Council, and City Supervisor

From: William F. Mulholland, Finance Director 

CC: Department Heads

Date: January 28, 2013

Re: City Finance update

While it is still early, initial financials indicate that we will come in somewhat better in the General Fund than previously had been projected with the preliminary 2012 Budget. Initial projections indicate that revenues were above projections and expenses were also under projection. The net effect is that we will come in around \$368,521 better than previously reported. I must warn that even though I feel good about these numbers it is still early in the closing process, and still subject to audit. General Fund Revenues 2012 is a spreadsheet that shows various Revenue projections made during the year, with the final made January 31, 2013.

Revenues came in at \$16,736,853, which is \$1,778,849 above last year's actual, \$790,517 above the Amended Budget, but \$330,554 above the amount estimated in the 2013 Budget for 2012. Revenues came in at 104.95 percent of Budget for 2012 as compared to 98.1 percent in 2011. Sales taxes came in at 109.53 percent of Budget. A comparison of 2012, the September 2012 estimate, 2012 Actual and the 2013 Budget Revenues are attached

Expenditures came in at \$15,985,413 which was \$299,880 above 2011's actual, \$758,310 below the 2012 Amended Budget and \$210,030 below the amount estimated in the 2013 Budget for 2012. It should be noted, that \$172,063 of the additional decrease from Actual to Budget was the result of not spending on a Police Grant. Police and Fire consumed 60.5 percent of the Budget. Police came in 252,848 under budget, after the grant reduction, or 95.7 percent and Fire was over budget by \$44,350 or 101.0 percent. Public Services came in \$161,928 under budget or 94.0 percent and Admin/Finance came in at \$98,568 under budget or 92.1 percent. Overall expenditures came in at 95.5 percent of budget for 2012 or 96.5 percent after consideration of the police Grant. 2012 Expenditures are shown in the Proposed Reduction worksheet.

For the 2012 Budget, cash was projected to be at \$578,098 at 2012 year end. This would cause the ending 2012 cash to be at 3.6 percent of 2012 expenses. Due to actions taken earlier in the year and additional cuts made by Department Heads as well as better than expected revenue collections , the January 31, 2013 projection will move that percentage to 9.26 percent. Cash before the set asides would equal 10.84 percent. Projected ending cash for 2013 is \$1,833,054.

Once again, be advised that these numbers are subject to change.

Fire Chief, Mike Heston has a memo attached addressing the Fire Department shortfall.

GENERAL FUND REVENUES 2012

TITLE	BUDGET 2012	ESTIMATE 2012	1/31/2013 ACTUAL 2012	ESTIMATE 2013	ESTIMATE / BUDGET	ACTUA / ESTIMATE
TAXES:						
PROPERTY	3,914,882	3,913,733	3,917,778	4,029,192	(1,149)	4,044
EMS LEVY	543,975	542,975	544,379	559,858	(1,000)	1,404
RETAIL SALES	3,621,275	3,942,554	3,966,306	4,088,287	321,279	23,752
NAT GAS USE	225,000	140,000	108,561	150,000	(85,000)	(31,439)
LOCAL CRIMINAL JUSTICE SALES TAX	305,000	400,000	434,054	405,000	95,000	34,054
IF TAXES - UTILITIES - WATER	150,000	160,000	185,935	160,000	10,000	25,935
IF TAXES - UTILITIES - SEWER	170,000	165,000	157,724	170,000	(5,000)	(7,276)
IF TAXES - UTILITIES - STORMWATER	44,000	45,000	45,115	45,000	1,000	115
ADMISSIONS	250,000	270,000	305,231	290,000	20,000	35,231
UTIL TAX-ENERGY	1,280,000	1,250,000	1,240,308	1,225,000	(30,000)	(9,692)
UT.TAX-GARB	225,000	220,000	233,522	225,000	(5,000)	13,522
UT. TAX-TELEPHONE	400,000	380,000	410,833	400,000	(20,000)	30,833
UT.TAX-WATER/SEWER	0	0				
LEASEHOLD	65,000	70,553	77,360	70,000	5,553	6,807
GAMBLING - AMUSEMT GAMES	0	0				
GAMBLING - CARD ROOMS	135,000	115,000	107,209	120,000	(20,000)	(7,791)
TOTAL TAXES:	11,329,132	11,614,816	11,734,316	11,937,337	285,684	119,500
LICENSES:						
BUS LICENSE	21,000	15,334	15,511	18,169	(5,666)	177
FRANCHISE	165,000	160,000	154,885	150,000	(5,000)	(5,115)
BLDG PERMIT	200,000	325,000	348,183	250,000	125,000	23,183
ANIMAL LICEN	2,200	2,300	2,773	2,200	100	473
STREET & CURB PERMITS	6,200	6,700	6,312	6,365	500	(388)
OTH NON-BUS	8,500	8,500	10,715	8,500	0	2,215
INTERFUND LICENSES	0	0		0		
TOT LICENSE:	402,900	517,834	538,378	435,234	114,934	20,544
INTERGOV'T:						
FEDERAL: PUBLIC SAFETY	0	0		0		
DIR. DOJ SMART POLICING	243,507	245,775	70,284	54,225	2,268	(175,491)
IND FED OUTDOOR RECREATION	0	0		0		
IND FED-DEPT OF LABOR-JTPA	0	0		0		
IND FED-NAT TRAF SAFETY ADMIN	0	0		0		
IND FED GRANT - LIB SERV TECH	0	0		0		
OTHER FEDERAL GRANTS	30,000	46,091	18,028	16,348	16,091	(28,063)
IND FED GRANT-DEPT OF EDUC	0	0		0		
IND FED GRANT-DEPT ED-CMASA	0	0		0		
IND FED GR-DEPT ED-WORK STUDY	0	0		0		
OTHER FEDERAL GRANTS	0	0		0		
CRIM JUSTICE TR COMM GRANT	0	0		0		
STATE GRANT-MILITARY DEPT	0	0		0		
IAC OUTDOOR RECR	0	0		0		
ST GRANT-DEPT OF ECOLOGY	0	0		0		
ST GRANT-TRAFF SAFETY COMM	0	0		0		
ST GRANT-DEPT COMM DEV-CMASA	0	0		0		
HOSP COMM-WORK STUDY	0	0	17,627	0	0	17,627
ST GRANT-DEPT OF HEALTH	0	0		0		
MOBILE HOME/TRAILER EXCISE	0	0		0		
OTHER STATE AGENCIES	0	0		0		
MOTOR VEHICLE EXCISE	0	0		0		
MVET SALES TAX EQUALZN	0	0		0		
CITY ASSISTANCE	49,000	43,415	66,002	41,846	(5,585)	22,587
LOCAL GOV'T ASSISTANCE	0	0		0		
MVET-CRIM JUSTICE	31,684	37,211	37,562	31,048	5,527	351
CTED CRIMINAL JUSTICE	0	0				
LIQUOR EXCIS	149,398	145,952	109,834	55,165	(3,446)	(36,118)
LIQUOR PROFITS	184,586	162,391	297,461	79,300	(22,195)	135,070

FIRE SERVICES - WSU	857,958	857,958	844,838	875,000		(13,120)
WHITMAN CTY LIBRARY DISTRICT	44,279	44,279	40,572	43,913		(3,707)
EMS CONTRACTS	97,036	76,548	100,140	77,210	(20,488)	23,592
WHITCOM IS CHARGES	27,014	27,014	27,014	27,014		0
SHARED COSTS WSU				0		
INTERGOV REC FACILITY-AQUATICS	62,000	64,500	64,500	69,040	2,500	0
TOT INTGOV:	1,776,462	1,751,134	1,693,860	1,370,109	(25,328)	(57,273)

SERVICE CHGS:

AIRPORT FEES	28,109	28,109	29,058	40,131		949
MAP/DOC SALE	0	0		0		
PRINT/DUP	2,300	2,500	2,747	2,300	200	247
SALES OF MERCHANDISE	0	100		0	100	(100)
SALES OF MECHANDISE-AQUATIC		100	128		100	28
FILING FEES	0	0		0		
PURCHASING SERVICES	1,800	1,540	1,500	1,700	(260)	(40)
LEGAL SERVICES	0	0		0		
LAW ENF SVCS	0	1,982	3,361	0	1,982	1,379
PROT INSPECT	0	30	250	0	30	220
AMBULANCE	600,000	678,441	785,944	675,000	78,441	107,503
COMMUNICATION SERVICE	2,500	1,769	1,926	1,800	(731)	158
ENGINEERING FEES	250	200		200	(50)	(200)
CEMETERY	21,000	19,928	24,130	21,000	(1,072)	4,202
ANIM CTRL	0	0		0		
ABATEMENT	0	0		0		
ZON/SUBDIV	5,000	28,000	35,342	10,000	23,000	7,342
PLAN CHECK	85,000	120,000	132,824	105,000	35,000	12,824
OTHER PLAN/DEVEL FEES	2,000	1,000	1,440	1,500	(1,000)	440
TAXABLE - ACTIVITY FEES	0	490	490	0	490	0
AQUATIC MEMB FEES	120,000	118,000	129,344	120,000	(2,000)	11,344
RECREATION - PROGRAM FEES	290,000	286,500	269,577	235,000	(3,500)	(16,923)
AQUATIC PROG FEES	120,000	130,000	139,962	130,000	10,000	9,962
TAXABLE REC PROG FEES	30,000	55,000	54,339	90,000	25,000	(661)
OTH TUITION - FIRE	7,000	8,780	8,575	7,000	1,780	(205)
PARK SVC FEES - METRO PARK DIST	521,261	491,864	485,569	770,070	(29,398)	(6,295)
I/F - W/S - GENERAL FUND SVC	189,517	189,517	189,517	211,239	0	0
I/F - TRANSIT - GEN FUND SVC	41,730	41,730	41,730	46,903	0	0
I/F - CENTRAL STORES	0	0		0		
I/F - AIRPORT	0	0		0		
I/F - AMB/RES/EMER AID	0	0		0		
I/F STREET ENGINEERING	10,000	15,000	16,164	0	5,000	1,164
I/F - ART ST ENGINEERING	2,000	2,000	7,466	0	0	5,466
I/F - WATER ENGINEERING	2,000	2,000	6,586	0	0	4,586
I/F - SEWER ENGINEERING	2,000	2,000	7,043	0	0	5,043
I/F - TRANSIT ENGINEERING	0	0		0		
I/F - OTHER ENGINEERING	0	0		0		
I/F PARKS/WATER TOWERS	55,375	66,088	56,937	122,928	10,713	(9,151)
I/F METRO PARK DIST	0	0		0		
I/F REC PROGRAM FEES	0	0		0		
I/F - PARKS SERVICES	0	0	60,439	0		60,439
TOT SVC CHG:	2,138,842	2,292,668	2,492,388	2,591,771	153,826	199,720

FINES:

PARKING INFR	80,000	52,000	46,511	60,000	(28,000)	(5,489)
WITNESS FEES	0	0		0		
LIBRARY	18,000	16,815	18,611	18,000	(1,185)	1,796
MISCELLANEOUS	6,500	6,000	6,725	6,000	(500)	725
TOTAL FINES:	104,500	74,815	71,847	84,000	(29,685)	(2,968)

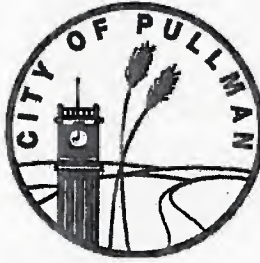
MISC REVENUE

INV INTEREST	50,000	19,413	29,221	20,000	(30,587)	9,809
INV INTEREST-LEOFF1	0	0		0		
CONTRACT INT	0	0		0		

ST SALES INTEREST	10,000	1,835	1,652	2,000	(8,165)	(183)
RENTS -SHORT	55,000	56,000	59,815	55,000	1,000	3,815
RENTS -SHORT-AQUATIC	10,000	12,000	12,990	12,000	2,000	990
RENTS-LAWSON GARDENS	0	0		0		
RENTS - LONG	0	0		0		
CONCESSIONS	500	900	1,070	500	400	170
CONCESSIONS-AQUATIC	500	75	57	500	(425)	(18)
CONTRIBUTIONS	13,500	6,300	6,047	13,500	(7,200)	(253)
RESTRICTED GIFTS	25,000	20,000	51,054	20,000	(5,000)	31,054
CASH OV/SHOR	0	58	24	0	58	(34)
OTHER MISC.	30,000	38,452	44,133	35,000	8,452	5,681
TOTAL MISC:	194,500	155,033	206,064	158,500	(39,467)	51,031
INTERGOVT LOAN PROCEEDS	0	0				
SALE-ASSETS/TFRS IN	0	0				
GRAND TOTAL:	15,946,336	16,406,298	16,736,853	16,576,951	459,962	330,554
						790,517

**CITY OF PULLMAN
GENERAL FUND
Proposed Reductions**

	1/24/2013						
	2012 AMEND. BUDGET	Cuts	9/21/2012 Savings	Difference C-B	12/31/2012 Actual	Difference A-D	Savings Difference F-C
EXPENDITURES: GENERAL FUND	A	B	C	D	E	F	F-C
LEGISLATIVE	150,983	1,300	8,574	7,274	140,928	10,055	1,481
EXECUTIVE	177,018	26,000	26,477	477	155,196	21,822	(4,655)
FINANCE	736,027	31,000	34,560	3,560	673,059	62,968	28,408
LEGAL	84,000		(2,215)	(2,215)	86,310	(2,310)	(95)
PERSONNEL	103,540	2,500	2,450	(50)	97,508	6,032	3,582
GEN GOVERNMENT	191,200	13,787	(11,945)	(25,732)	200,562	(9,362)	2,583
LAW ENFORCEMENT	5,550,040	152,601	196,301	43,700	5,127,719	422,321	226,020
FIRE SERVICES	2,746,156	129,000	108,240	(20,760)	2,812,336	(66,180)	(174,420)
BLDG INSPECTION	347,553	27,237	(5,642)	(32,879)	308,746	38,807	44,449
RESCUE/AMBULANCE	1,748,583		8,335	8,335	1,726,753	21,830	13,495
COMMUN/DISPATCH	284,224		(11)	(11)	281,526	2,698	2,709
WEED CONTROL	118,478		27,525	27,525	71,114	47,364	19,839
ENGINEERING	311,448	28,006	42,800	14,794	258,121	53,327	10,527
CEMETERY	106,504		3,507	3,507	107,905	(1,401)	(4,908)
ANIMAL CONTROL	50,136			0	50,244	(108)	(108)
PLANNING	272,146	3,595	14,087	10,492	257,557	14,589	502
LIBRARY	1,193,619	41,200	44,038	2,838	1,131,580	62,039	18,001
RECREATION/ADMIN	935,551	17,600	14,558	(3,042)	877,690	57,861	43,303
PARKS	942,848	40,002	52,606	12,604	886,160	56,688	4,082
AQUATIC CENTER	587,533	6,700	9,927	3,227	586,118	1,415	(8,512)
OTHER SUPPORT	7,100		2,100	2,100	9,357	(2,257)	(4,357)
SUBTOTAL:	16,644,687	520,528	576,272	55,744	15,846,486	798,201	221,929
TRANSFERS	99,036		(27,992)	(27,992)	138,926	(39,890)	(11,898)
TOTAL EXPENDITURES	\$16,743,723	\$520,528	\$548,280	\$27,752	\$15,985,413	\$758,310	\$210,030
DEPARTMENT SUMMARY:							
ADMIN/FINANCE	1,251,568	60,800	69,846	9,046	1,153,000	98,568	28,722
POLICE	5,884,400	152,601	196,290	43,689	5,459,489	424,911	228,621
FIRE	4,494,739	129,000	116,575	(12,425)	4,539,089	(44,350)	(160,925)
PUBLIC WORKS	659,001	55,243	37,158	(18,085)	566,866	92,135	54,977
PLANNING	272,146	3,595	14,087	10,492	257,557	14,589	502
LIBRARY	1,193,619	41,200	44,038	2,838	1,131,580	62,039	18,001
PUB SERVICES	2,690,914	64,302	108,123	43,821	2,528,986	161,928	53,805
GENERAL GOV'T	297,336	13,787	(37,837)	(51,624)	348,846	(11,619)	(1,774)
	16,743,723	520,528	548,280		15,985,413	758,310	210,030
Medical Insurance		54,800		Police grant		172,063	172,063
Pension Costs		86,000					
Total Savings		661,328	548,280			586,247	37,967
Beginning Year Deficit		(760,627)	(760,627)				
Remaining Deficit		(99,299)	(212,347)				
3/28 Projected Ending Cash		460,039	460,039				
Total Savings		661,328	543,602				
Increased Revenues			453,409				
cash adj			(111,397)			1,792,685	10.84%
12/31/12 Ending Cash		1,121,367	1,345,653			1,531,497	9.26%



CITY OF PULLMAN

FIRE DEPARTMENT

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To: Mark Workman, City Supervisor

From: Mike Heston, Fire Chief *MH*

Date: Wednesday January 30, 2013

Ref: 2012 Fire Department Year End Budget Overages

I am writing this memo to inform you of the disposition of the 2012 fire department year end budget. On May 2, 2012, I wrote a memo to John Sherman, City Supervisor and the City Council on proposing possible budget reductions from the 2012 fire department in the areas of salary, overtime, uniforms, equipment and training travel for a total of \$129,000. The proposed reduction amounts in each area and the actual reduction amounts achieved at the end of 2012 are illustrated below:

	<u>Proposed</u>	<u>Actual</u>	<u>Difference</u>
Staffing	\$30,000	-\$81,414	-\$111,414
Overtime	\$24,000	-\$99,075	-\$123,075
Uniforms	\$15,000	\$13,271	-\$ 1,729
Equipment	\$50,000	\$52,133	\$ 2,133
Training Travel	<u>\$10,000</u>	<u>\$20,122</u>	<u>\$ 10,122</u>
Total	\$129,000	-\$94,963	-\$223,963

As you can see, uniforms, equipment and training travel all together came in above the proposed amounts. However, staffing and overtime reductions did not even come close to the projected amount. This was due to the unique situation of having numerous vacancies throughout the whole 2012 year. This many vacancies have never happened to the department since I have been with the department. The vacancies were created by 1) the recruit training of two new firefighters from January – June of 2012 which replaced a retired Captain in September of 2011 and the resignation of a firefighter-medic in October 2011 and 2) the retirement of a Captain in June 2012 and then three more personnel had surgery for various issues that placed them on short term disability starting in August 2012 for the remainder of the year. One is actually still out on disability until mid-February and is currently working in a light duty position.

As I stated in a previous council meeting, any vacancies create extraordinary overtime exposure due to the department's minimum staffing levels that are required to maintain a minimal safe working environment. This is especially critical when the demand for service is high during many special weekend events and extreme weather conditions throughout the year and with over

60 percent of the calls are happening concurrently. The department continues to maintain these staffing levels even when personnel are out on disability or sick leave or just normal days off due to the Fair Labor Standards Act (FLSA) requirements. In an effort to minimize the overtime exposure, the department hired two part time personnel at the approximate cost of \$32,000 in salary. If these individuals were not hired, the department would have been exposed to even more overtime (\$50,000 estimate).

Below is a chart that I have created for 2012 that represents how many 24 hour shifts had to be covered due to staffing up for events, sick leave, vacancies, injury leave and engineer driver.

Reason	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2012	2011	2010	2009
Staff up	2	0	0	13	4	0	4	5	4	7	7	0	46	70	52	49
Sick/BL	15	12	13	12	9	8	11	11	10	7	7	6	121	157	155	89
Inj/Adm	4	4	6	11	8	6	15	15	18	12	14	9	122	28	38	17
Eng	0	0	0	0	0	0	1	0	0	0	0	0	1	0	5	13
Total	21	16	19	36	21	14	31	31	32	26	28	15	290	255	250	168

The cost to fill one overtime shift of 24 hours is approximately \$1000 (overtime, benefits). Even though the number of overtime shifts from previous years decreased in staffing up (2012 policy change to reduce overtime) and sick leave, the number of overtime shifts due to vacancies and injuries increased by 94 shifts over the previous year of 2011. During the first six months, the department averaged almost 7 shifts per month (7 shifts x 6 months x \$1000 = \$42,000). During the last six months the department averaged about 14 shifts per month (14 shifts x 6 months x \$1000 = \$84,000) for a total of \$126,000 to cover these shifts. As you can see, one vacant position can cost the department up to 3-5 shifts of overtime per month. Therefore, leaving a position vacant does not save the department money; it just increases the overtime unless it is a non-overtime position.

There were several other unexpected and unanticipated increases in the department's budget. One was the increase in overtime due to the WSU football game staffing. The contract involved five games x \$5,227 = \$26,135. Normally this would have been accounted for in the budget but was left out in error when the 2012 budget was prepared. However, this money did go back into the general fund as it normally does.

A second unforeseen expense in the 2012 budget was the addition of the consultant (Mercury Associates) in the amount of \$9,400 to assist in the specification of the new fire truck. This was required by ERD during the process and would have not been normally used by the fire department.

A third unexpected increase was the cost of sending two new firefighters to the fire academy in the amount of \$20,500 total for both of them. These two firefighters replaced a retirement and a resignation at the end of 2011 that the department had to fill. These two positions also created two vacancies increase overtime until they were fully trained from January 2012 to June 2012.

In summary, the fire department was not able to meet its proposed savings amount in the 2012 budget and actually went over budget. It is also extremely difficult to predict, reduce and even control the overtime costs of the department budget that are incurred due to unforeseen vacancies, elongated injuries, calls for service as well as unexpected costs. Normally when positions are vacant it is a cost savings to a department, but not in the fire department. Any vacancy increases the burden on the budget as well as decreases the amount of people that can respond to calls for service. That is why it is imperative that any vacancy should be approved to fill right away due to the increased overtime costs and also the time it takes to complete the required training and or promotion. The only way to decrease the overtime is to have enough staff to create a space for providing time off and absorbing the position when sick leave happens.

I will be working with the city supervisor and finance director to create a more successful budget strategy for 2014 and welcome the opportunity to discuss future successful budget strategies for the fire department. Please contact me should you have any questions.